



# Memorandum

**TO:** HONORABLE MAYOR AND  
CITY COUNCIL

**FROM:** Councilmember Bien Doan  
Councilmember Omar  
Torres

**SUBJECT:** SEE BELOW

**DATE:** 04/17/24

APPROVED:

**SUBJECT: APPROVAL OF LIGHTING FOR CINCO DE MAYO SPONSORED BY  
COUNCIL DISTRICT 7 AND COUNCIL DISTRICT 3 AS A CITY  
COUNCIL SPONSORED SPECIAL EVENT TO EXPEND CITY FUNDS  
AND ACCEPT DONATIONS OF MATERIALS AND SERVICES FOR THE  
EVENT**

## **RECOMMENDATION**

1. Approve the Tower and Rotunda lighting for Cinco De Mayo scheduled for May 5, 2024 as a City Council sponsored Special Event and approve the expenditure of funds.
2. Approve and accept donations from various individuals, businesses or community groups that supported the events.
3. Place the item on the April 30, 2024, Council Agenda for action.

## **BACKGROUND**

On February 1, 2005, the City Council adopted Resolution 72517 which requires Councilmembers to submit a memorandum to the Rules Committee regarding proposed City Council sponsored Special Events and the proposed use of any funds.

The Tower and the Rotunda will be lit in Green, White and Red to represent the Mexican flag on May 5, 2024. This event is sponsored by Councilmember Bien Doan and Councilmember Omar Torres. This special event serves to commemorate and reflect on the Battle of Puebla in 1861, where an under-supplied Mexican force of 2,000 men, found victory against 6,000 French troops in under a day. This victory held great symbolism for Mexico during the Franco-Mexican war, and continues to hold importance today with commemoration and celebration across the country on May 5 each year.

## **ANALYSIS**

City Council Policy 7-14, City Hall Event Lighting Policy, Sections B.1 and C.1 allows Rotunda and Tower lighting in conjunction with proclamations for official actions or ceremonial items as approved by City Council.

Approval by the City Council of the event will ensure compliance with the Council's prior direction regarding Council Special Events. In observance of existing fundraising disclosure requirements, Councilmember Bien Doan and Councilmember Omar Torres will report any cash or in-kind donations received for the event on their Disclosure of Fundraising Report (DFR-1). Approval of this memorandum will enable Council District 7, Council District 3, City departments and the Office of the City Clerk to proceed with the event. Any cash donations received will be processed pursuant to the City's normal financial and budgetary procedures.

## **PUBLIC OUTREACH/INTEREST**

The Office of the City Clerk will post the item on the City's Website for the April 30, 2024, City Council Agenda.

## **CEQA**

- ☐ Not a Project, File No. PP17-010, City Organization & Administrative Activities resulting in no changes to the physical environment.
- ☐ Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to the physical environment.
- ☐ Exempt, File No. PP12-080. Minor temporary use of land having negligible or no permanent effect on the environment.
- ☐ Exempt, File No. PP13-056, Activities associated with citywide litter clean-up activities.
- ☐ Exempt, File No. PP11-046, Graffiti removal services.

Reviewed by:

TONI J. TABER, CMC  
City Clerk

For questions, please contact Toni Taber, City Clerk, at (408) 535-1260.